

ACADEMIC SALARY POLICY IMPLEMENTATION GUIDELINES

JUNE 2018

1.0 OVERVIEW

1.1 FY2019 Academic Salary Policy

The components of the FY2018-2019 Academic Salary Policy amount to a **2.5%** increase in global base salary mass of eligible academic staff, as follows:

- a. Across-the-board salary increase (ATB)**
Effective 1 June 2018, there will be an across-the-board increase of **0.75%** applied to base annual academic salary (excluding stipends and awards) for all eligible academic staff as set out in these Implementation Guidelines.
- b. Performance-based merit increase (Merit)**
Effective 1 June 2018, there will be a performance-based merit increase (flat amount) applied to base annual academic salary (excluding stipends and awards) for eligible academic staff, as set out in these Implementation Guidelines.
- c. Anomaly or retention adjustment**
Effective 1 June 2018, a retention or anomaly adjustment will be added to

2.0 ELIGIBILITY FOR ACROSS-THE-BOARD AND MERIT INCREASES AND RETENTION OR ANOMALY ADJUSTMENTS

To be eligible for across-the-board and merit increases and retention or anomaly adjustments, the staff member must be employed in an **eligible academic classification** and must satisfy all of the **eligibility criteria** set out below. As well, they shall satisfy such other conditions detailed in these Implementation Guidelines.

2.1 Eligible Academic Classifications

The staff member must have an active employment status at one of the eligible academic classifications:

a) Tenure-Track and Tenured Staff:

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Associate Librarian
- Assistant Librarian

b) Ranked CAS and NTT:

- Professor (CAS)
- Associate Professor (CAS)
- Assistant Professor (CAS)
- Librarian (NTT)
- Associate Librarian (NTT)
- Assistant Librarian (NTT)

4.0 PERFORMANCE-BASED MERIT INCREASE

a) Performance-based Merit Increase Process:

Performance Reference Period

The period of evaluation for the merit assessment is **1 January 2017 to 31 December 2017**.

Distribution

The merit increase must be distributed according to the following flat amount categories set out in the Merit Grid appearing below.

A staff member's merit category is intended to reflect the staff member's performance and progress in carrying out his/her academic duties. Merit categories assigned for each reference period are included in the staff member's record with the University.

Communication

The merit exercise is an opportunity for Chairs, Directors or Deans, to review performance with academic staff. Individual staff members should be given the opportunity to meet with their supervisor to discuss performance over the reference period.

The process for assessing performance must be clear and transparent. These rubrics should be explicit and communicated to staff members. Deans, Chairs and Directors are urged to inform staff members about the weighting assigned to each category of academic duty (teaching, research, service/collegial governance) in their review, the activities or achievements that may be accounted for within each category, and how such activities or achievements are weighted.

Minerva Application

Each Faculty will access their eligibility list and enter merit categories directly through Minerva. The Minerva application provides Faculties with a reporting tool for each department and individual. At the Faculty level, **no more than 50% of the staff** may be in any one of the categories listed. Faculties are not permitted to exceed their allocated merit envelope.

- **Merit Category**

The same merit category must be used for all sources of funds for the same appointment.

- **Joint Appointments**

Staff with joint appointments may be allocated different merit categories by their departments. The total merit increase for the individual may not exceed the amount for Category 1.

leave of 13 or more weeks during the reference will result in the application of a salary increase

